

## Steps to Complete Before Returning Your iPad

Please turn your iPad into the technology office as soon as you no longer need it for class or exams. All iPads must be returned by the end of the day on May 17th.

You must return the iPad and case, but it is not necessary to turn in your charging brick or the charging cable.

Be sure to remove any photos, cards, etc. that you may have inside the case of your iPad.

The following pages include instructions for things that must be completed before you can successfully return your iPad

### REQUIRED STEPS

#### REMOVE YOUR PASSCODE

1. Launch the Settings app and tap on "Touch ID & Passcode." ...
2. Put in your passcode to enter this secure menu.
3. Tap "Turn Passcode Off." ...
4. Tap "Turn Off" to confirm.
5. Enter your passcode again to verify the change.

#### iCLOUD

1. Go to Settings on your iPad
2. Click on the top left of the screen where your name is located, which will bring up the iCloud settings on the side of the screen.
3. Scroll to the bottom and click on the sign out button and complete the process of signing out of your account.

The optional steps can be completed by following the directions listed on the following pages. It is strongly recommended that you complete the optional steps.

### OPTIONAL STEPS

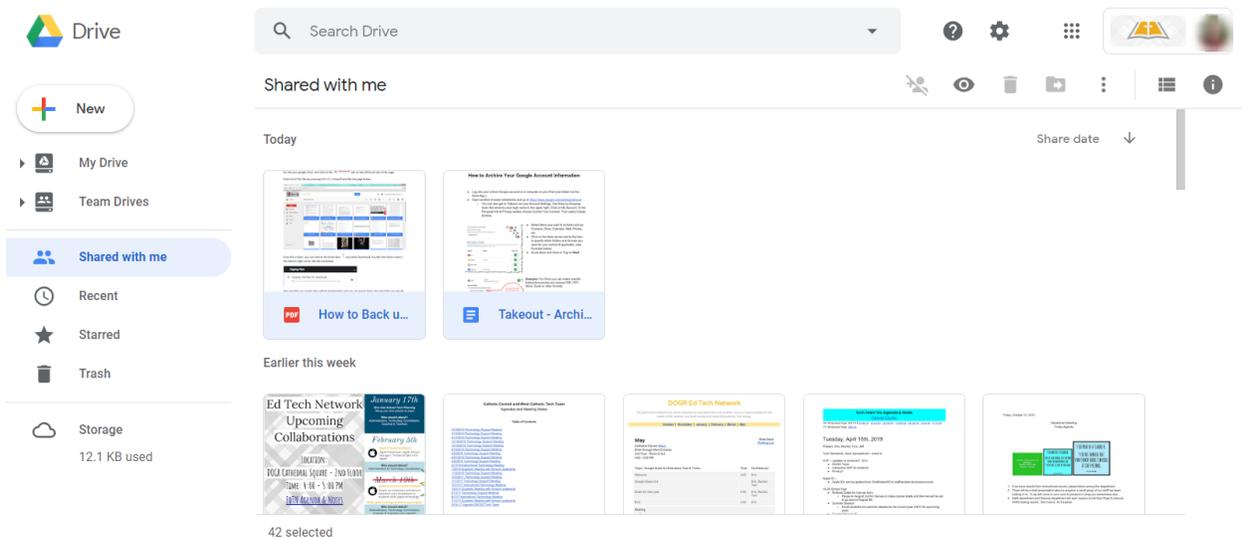
1. Back up any documents that have been shared with you.
2. Transfer emails and Google Drive files to a personal Gmail account.
3. Back up photos you want to save to Google Photos in a personal account.
4. Update any accounts you might have signed up for with your dogrschools email account (colleges, jobs, etc) with your new personal Gmail account.

**In the beginning of July, all senior email accounts under the dogrschools.org domain will be deleted. This will be a tutorial about how to backup all of your google drive files, including anything shared with you.**

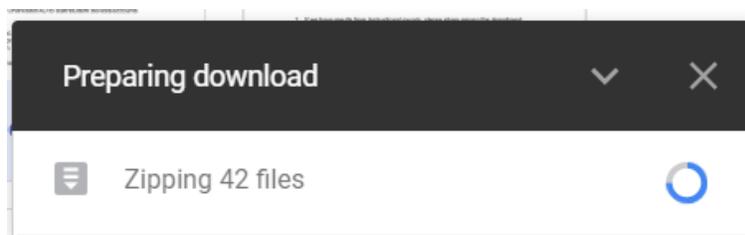
## Backing up Shared Files

Go into your Google Drive, and click on the tab  on the left-hand side of the page. Select any of the files you want to transfer by one of the following methods.

1. To download individual files simply right click on the file and select download to save the file to your computer.
2. If you have a lot of files, you can select multiple files by clicking on one file and then holding down the CTRL key as you click other files until you have selected the files you want to download. Let up on the CTRL key and then right click once and select DOWNLOAD. You can also select DOWNLOAD from the three dot menu at the top of the page. The files will download automatically as a ZIP folder.



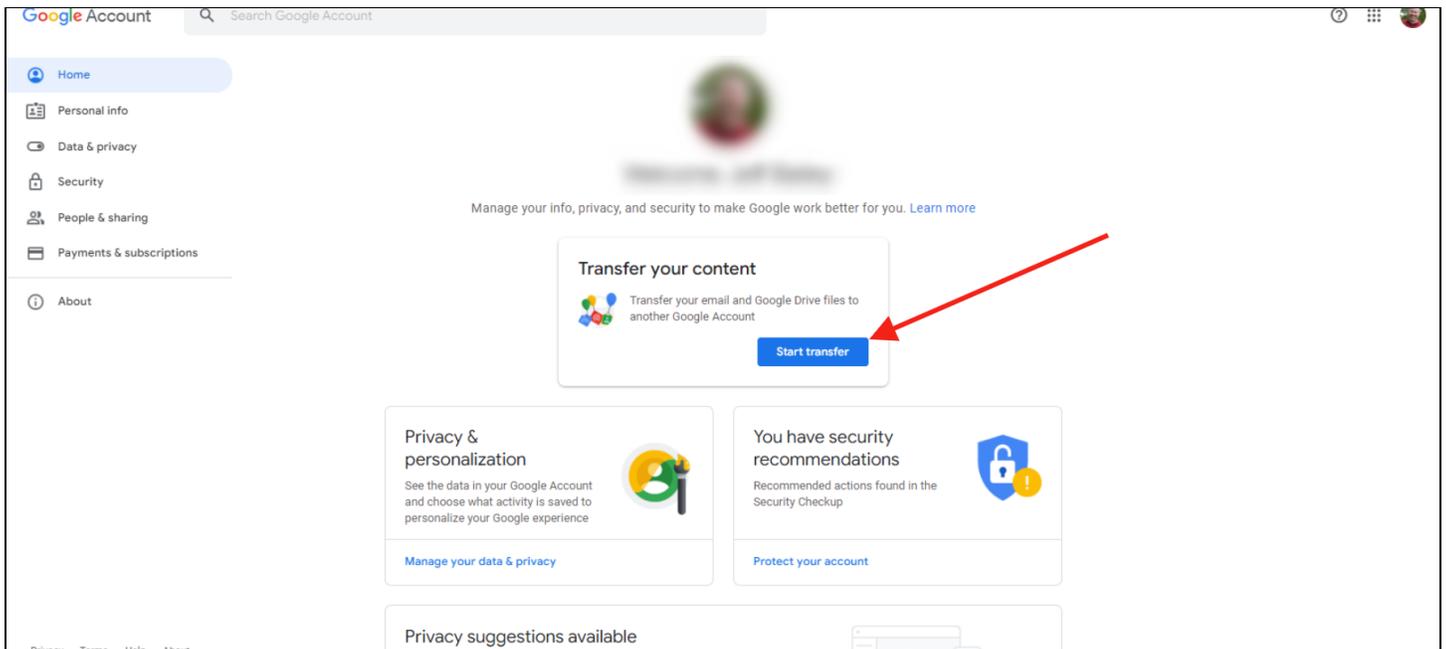
You will then have a box in the bottom right corner like the one below:



Once the files are zipped, they will be downloaded, and you can extract them into any folder you would like on your computer by simply right clicking on the zipped folder in your DOWNLOADS folder and selecting EXTRACT ALL and then choosing the destination for the files.

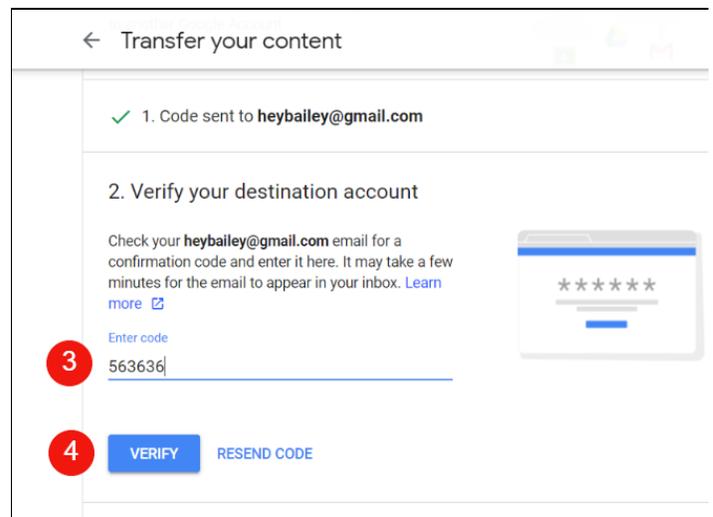
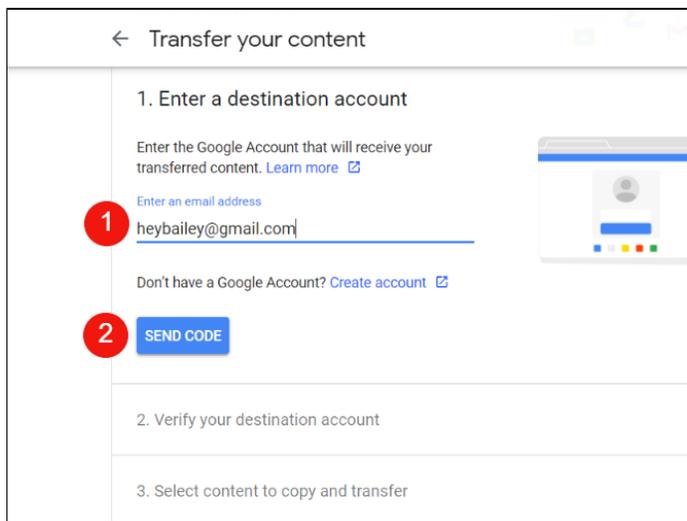
## Transferring Emails and Drive Files to a Personal Email

Click on your email address in the top right corner of the window, and select Google Account just below your school email address. It should open a new tab that looks like the page below:

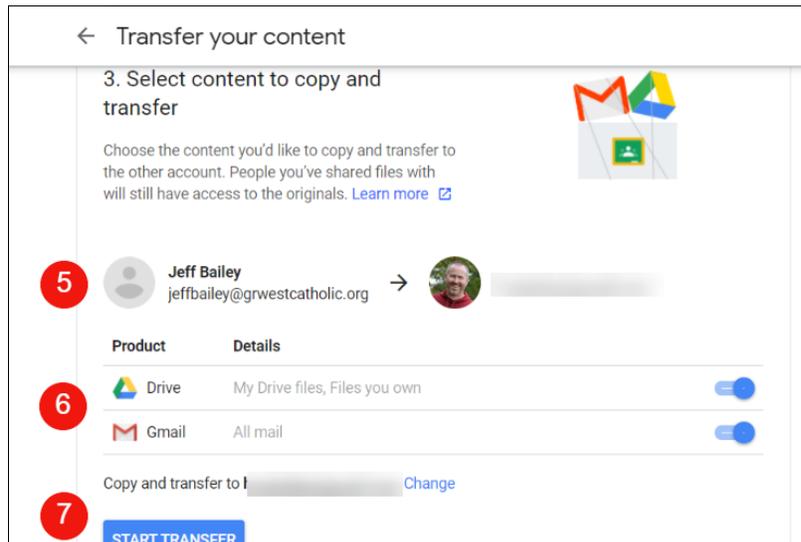


Click on the **START TRANSFER** link in the area highlighted above.

This will then open up a page that will ask you to (1) enter the email address of the new gmail address you would like to transfer your data to and (2) click on **SEND CODE** to send your destination email a code to verify the new account. (3) Paste the code from your email to verify the request. (4) Click **VERIFY**.



Once you verify your account, you should (5) verify the accounts you want to transfer are correct and then (6) toggle the choices to choose what data you want to transfer. Finally, (7) click **START TRANSFER**.



Once you select start transfer, you will receive an email indicating that the transfer has started and that it can take up to a week to transfer all of your data to the new account. You will also receive an email when your transfer is completed.

If you need to download further content, such as from other Google Services, Click the Data and Personalization tab and then scroll down to the box that says **DOWNLOAD YOUR DATA**. Clicking on this location will provide a way to download all of the data that Google has for your account.

## Backing Up Photos from Your iPad

If you would like to have a copy of the photos, you can use the **GOOGLE PHOTOS** app and a personal gmail account to backup your photos.

1. Download **GOOGLE PHOTOS** from the **STUDENT APP**.
2. Select or add the account you want to back up to and click **BACK UP AS** to start the backup process.

Please complete this process at least a day or two before turning your iPad in to make sure you have adequate time for the process to be completed.